



# Safety & Health Administrator Course

## 1 Who Should Attend . . .

This program is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and worker's compensation costs
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work
- ▶ Business owners who want to learn about compliance with MIOSHA

## 2 Why you need this Seminar . . .

- ▶ To reduce disabling injuries and illnesses to employees - and to ensure that every worker goes home safe and healthy every day.
- ▶ To reduce the high direct costs of work-related injuries, which grew to \$42.5 billion nationally in 2000, and indirect costs, which were estimated at an additional \$127 - \$212 billion in 2002. (*2003 Liberty Mutual Safety Index.*)
- ▶ To enhance your company's bottom line. A strong safety and health commitment not only protects workers, it also reduces worker's compensation costs, improves employee morale, and increases production and quality.

## 3 What You'll Learn . . .

This seminar is a three-day program is designed for managers, lead employees, safety committee members, and others newly assigned to develop or refine a comprehensive safety and health management system. Experienced practitioners could also benefit from this course. Topics include, developing a written safety and health management system, MIOSHA recordkeeping requirements, hazard identification and control, select MIOSHA standards, industrial hygiene and ergonomics. This course emphasizes the importance of management leadership in the development and implementation of safety and health management systems prevention and the establishment of goals and objectives.

### Agenda

*We offer a flexible  
program agenda  
to emphasize the  
topics you  
want most.*

#### Day 1

- ▶ Safety Basic/Program Implementation & Data Analysis

#### Day 2

- ▶ MIOSHA Inspections and Standard Training

#### Day 3

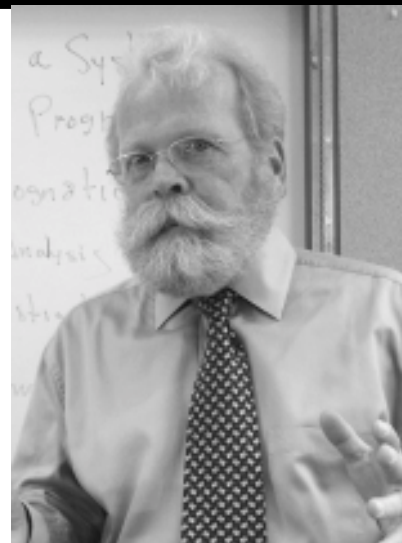
- ▶ Occupational Health Standards and Issues

# Facilitator

Quenten Yoder joined the MIOASHA program in 1985, and serves as an Occupational Safety Consultant in Southwest Michigan. He provides consultation and has conducted hundreds of training programs, workshops and seminars on regulatory requirements and safety and health program administration for the public and private sectors. He has performed workplace safety hazard surveys and safety and health program audits in a wide variety of industries, using a systems approach.

Before joining the Consultation, Education and Training Division, Quenten worked for a municipality where he gained experience in the areas of risk management, safety and health program administration, workers compensation and general liability insurance, human resources, union contract negotiation and administration, and operational supervision.

Quenten holds a Bachelor of Science and Master of Public Administration degrees from Western Michigan University.



**Quenten Yoder**  
*Occupational Safety Consultant,  
MIOASHA, CET Division*

## Program Details

|           |   |           |   |
|-----------|---|-----------|---|
| DATE:     | May 11, 18, 25, 2005  | TIME:     | Check-in - 8:30 a.m.<br>Program - 9:00 a.m. to 3:00 p.m.  |
| LOCATION: | Jackson Area Manufacturers Association<br>100 W. Michigan Ave., 11th Floor<br>Jackson, MI | DEADLINE: | Register by May 6, 2005<br>Enrollment is limited to 50 participants,<br>so please register early! |
| COST:     | \$180 per person, includes lunch and<br>course materials.                                 | CONTACT:  | Bill Rayl - 517.782.8268  |

**COSPONSOR: Jackson Area Manufacturers Association**

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

## How to Register

Safety & Health Administrator Course

Complete information at right to register by . . .

- **Phone:** 517.782.8268
- **Fax:** 517.782.0061
- **Mail:** Jackson Area Mfg. Assoc.  
One Jackson Square  
P.O. Box 80  
Jackson, MI 49204  
Atten: Bill Rayl

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Number Attending: \_\_\_\_\_ @ \$180 each = \$ \_\_\_\_\_

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your need known to this agency at least two weeks in advance.